

**UNIVERSITY SYSTEM OF MARYLAND**  
**MINIMUM INFORMATION TECHNOLOGY STANDARD**

**I. Preamble**

Information technology has become a major component of everyday life and is continuously evolving. This has resulted in the emergence of new concepts at an explosive pace. The technology revolution includes continuous, rapid and dramatic new developments in information technology services as well as hardware and software. It is, therefore, imperative that each campus, the University System Office and the Board of Regents of the University System of Maryland provide a minimum level of information technology proficiency.

Accordingly, the Board of Regents establishes the following as the minimum information technology standard to be achieved and maintained by all campuses with the recognition that:

- (1) It is intended that each institution be given the responsibility to define the specific interpretation of these standards for its particular community, including specifically the institutional interpretation of the broad qualifiers such as “appropriate,” “adequate,” and “effective”; and
- (2) Given the diversity of institutions within the University System, it is recognized that each institution may develop a unique institutional response; and
- (3) The timetable for implementation of this Minimum Standard shall be determined for each USM institution by the Board of Regents after responses are received to the Assessment and Implementation Process questions from each institution and appropriate inquiry made to the Chancellor, all USM Presidents, the Information Technology Coordinating Council, CIO’s and other stakeholders. Each campus is encouraged to begin initiatives immediately to comply with all elements of this standard wherever possible.

Finally, it is acknowledged that interpretation of the various elements of this system-wide minimum standard may vary from campus to campus depending upon individual needs and circumstances and that some campuses may wish to exceed one or more elements. Therefore, the Board of Regents entrusts each campus to exercise its best considered judgment and “best practices” to achieve compliance in keeping with the timetable to be developed.

**II. Minimum Information Technology Standard**

- (1) Each institution will establish a policy to assure that all students shall have access to a computer 24 hours a day, 7 days a week.
- (2) Each student shall have access to appropriate software and electronic learning materials to complete course assignments.

(3) Students, faculty and staff shall have access to a campus network of adequate bandwidth connected to the Internet 24 hours a day, 7 days a week.

(4) Faculty and staff shall have access to appropriate computer technology in their offices or workplaces to do their work. Each campus, as well as the University System Office and the Board of Regents shall have a plan to enable faculty and staff to apply technology effectively.

(5) Each campus shall provide access to email communications for students, faculty and staff and an explicit website policy as part of its campus technology policies.

(6) Given the importance of access to training and technical support, each campus as well as the University System Office and the Board of Regents shall have an explicit training and support plan that will assure that all faculty, students and staff can take advantage of the computer technology available on their campus.

(7) There shall be a technology plan for each campus, as well as the University System Office and the Board of Regents, which will explicitly address staffing and support as well as upgrade, maintenance and replacement of computer and network hardware and software so that the system is ~~continuously~~ **periodically** modernized.

(8) Each campus shall, in cooperation amongst themselves and with others where collaboration will be beneficial, and with the USM Office, explore and form technology partnerships, where appropriate, to provide cutting edge information services incorporating e-business to students, faculty and staff.

(9) The technology revolution has, unfortunately, created a "digital divide" between those who can afford access to information technology equipment and services and those who cannot. Each campus, therefore, shall, in cooperation with other USM institutions where beneficial, develop and maintain mechanisms whereby all students, irrespective of financial means, shall have access to the information technology equipment and services available to students on their campus.

Board of Regents:

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by: Nathan A. Chapman, Jr., Chair

Board of Regents Information Technology Committee:

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by: William T. Wood, Chair  
Clifford M. Kendall, Vice Chair  
Lance W. Billingsley  
Jeong H. Kim  
Charles R. Larson  
Donald Z. Spicer, Staff

**UNIVERSITY SYSTEM OF MARYLAND**  
**MINIMUM INFORMATION TECHNOLOGY STANDARD**  
**ASSESSMENT AND IMPLEMENTATION PROCESS**

At its April 7, 2000 Board meeting, the Board of Regents adopted a University System of Maryland Minimum Information Technology Standard. In order to establish a timetable for implementation of this Minimum Standard for each campus, the Board of Regents requests that each institution respond to the following questions (separately for each campus where an institution has multiple campuses) no later than June 15, 2000:

- (1) Does your campus meet each element of this standard?
- (2) If not, what must be accomplished to meet each element?
  - (a) What will it cost? Please be very specific with respect to the initial implementation costs and estimated annual recurrent costs of each element of this standard. Also provide total initial costs and total estimated annual recurrent costs.
  - (b) What institutional funds are available?
  - (c) What other resources are available?
  - (d) When can compliance with each element realistically be achieved?

As stated in the Minimum Information Technology Standard, it is acknowledged that interpretation of the various elements of this systemwide minimum standard may vary from campus to campus depending upon individual needs and circumstances and that some may wish to exceed one or more elements. Therefore, the Board of Regents entrusts each campus to exercise its best considered judgement and "best practices" to achieve compliance in keeping with the timetable to be developed.

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